

S E C R E T

READ & DESTROY

22 December 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 22 December 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Congressional Budget Justification Books (CBJBs):

Submissions for the FY 1985 CJBs are running at a pace comparable to the previous year's production. At this point, approximately one-third of the projected 28,000 pages have been submitted for printing. It is anticipated that there will be a slight increase in the number of color graphics used this year.

c. Temporary Highway Security Barriers: The Architectural Design Staff, Office of Logistics, prepared sketches for the installation of highway security barriers at the DCI Garage and Northeast and Northwest Entrances at the Headquarters Building.

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25X1 d. Foreign Visitors Lounge: In connection with the
25X1 provision of bathroom and pantry facilities in the Foreign
Visitors Lounge, the kitchen unit containing the stove, sink,
and refrigerator has been installed in the pantry area. Due to
the noise level of the remaining work by the Sheetmetal Shop,
work has tentatively been scheduled for the evening of
28 December 1983.

3. Significant Events Anticipated During the Coming Week:

25X1 None.

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